

PERSONAL SITE QUICK START GUIDE

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INITIAL SETUP

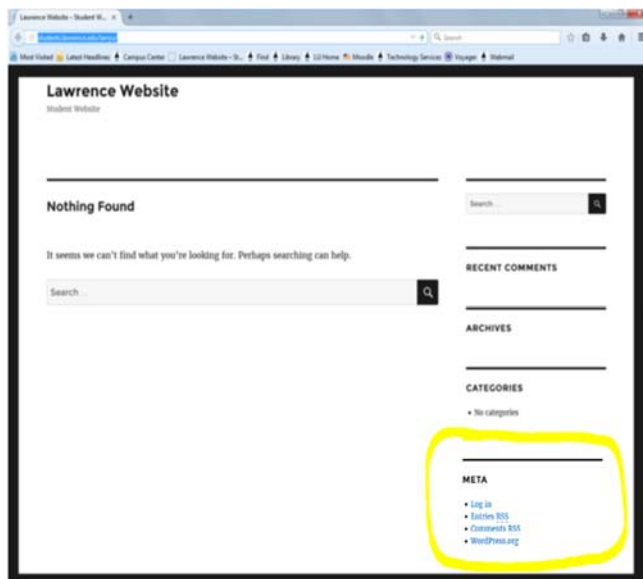
VIEW YOUR WEBSITE

Using the link that Technology Services provided you, go to your website. If you do not have a link from Technology Services, contact the Helpdesk at 832-6570 or helpdesk@lawrence.edu. The link will be one of the following (the subdomain changes for students, faculty, staff, or student organizations [“sorgs”]):

- <http://faculty.lawrence.edu/USERNAME>
- <http://staff.lawrence.edu/USERNAME>
- <http://students.lawrence.edu/USERNAME>
- <http://sorgs.lawrence.edu/SORNAME>

If this is the first time viewing your site, it will have no content and you may see a “nothing found” message.

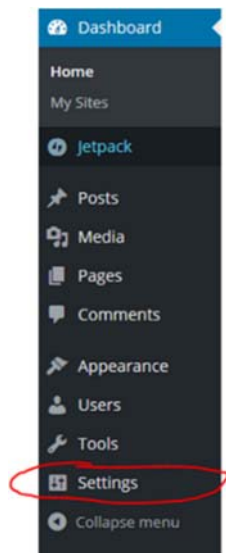
LOGGING INTO YOUR WEBSITE



Use the **Log in** link under the **Meta** section. Use your Lawrence network username and password to access your site’s dashboard.

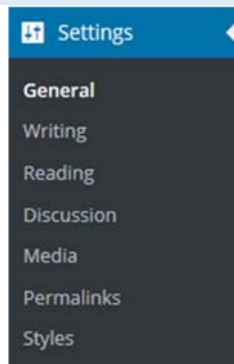
If you have removed the Meta widget, the admin area is at <https://X.lawrence.edu/Y/wp-admin> (where X is “faculty,” “staff,” etc. and Y is USERNAME/SORNAME).

SETTINGS



Your new site comes pre-configured with reasonable default settings, but it may be worthwhile to check some commonly customized settings, detailed below.

GENERAL



General Settings

Site Title

Tagline
In a few words, explain what this site is about.

1. Site Title

Appears in the document title (and search results) and at the top of every page.

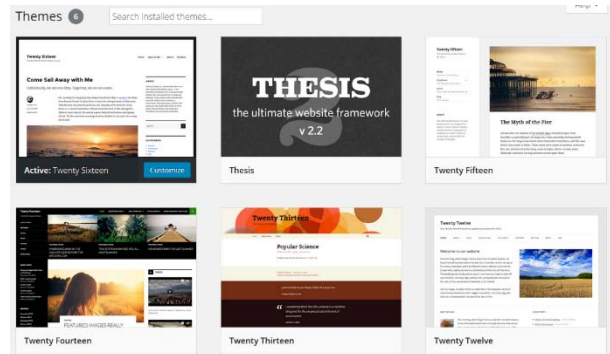
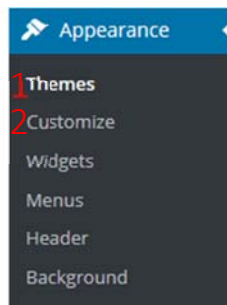
2. Tagline

A caption that (depending on the chosen theme) appears underneath the Site Title at the top of every page.

APPEARANCE

THEMES

Themes control your site's look and feel. You can switch themes at any time under Appearance → Themes (1).

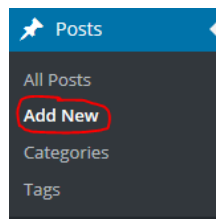


CUSTOMIZE

The Customize (2) systems allows you to change theme options such as text fonts and colors, and header, logo, and background images.

POSTS AND PAGES

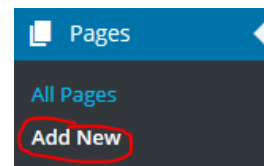
ADDING A NEW POST



To add a new post, select Posts → Add New. Posts are typical “blog-like” pieces of content organized by date and category. For example, Posts can be daily entries in a category called “My Trip to Björklunden.”

ADDING A NEW PAGE

To add a new Page, select Pages → Add New. Pages are relatively unchanging content, organized into links in menus (see below); the Homepage can be set to display a single page (instead of a list of recent Posts).



MENUS

Appearance

Themes

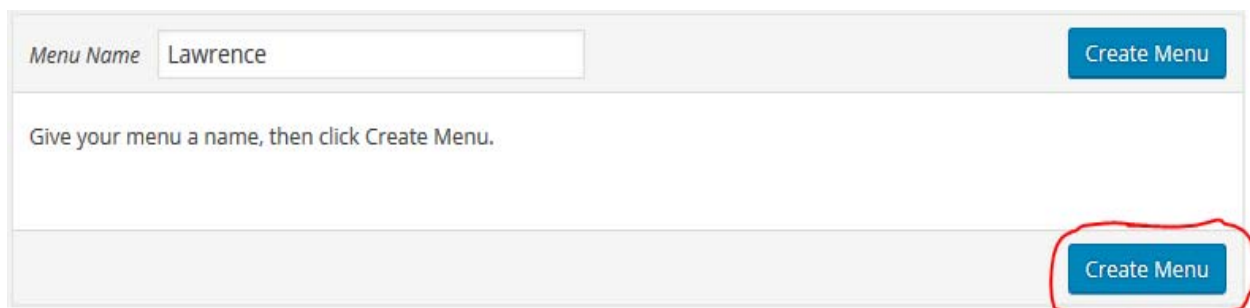
Customize

Widgets

Menus

Menus allow you to customize the way users navigate your site. You can add pages, posts, and custom links (among other options) to new or existing menus.

CREATING A MENU



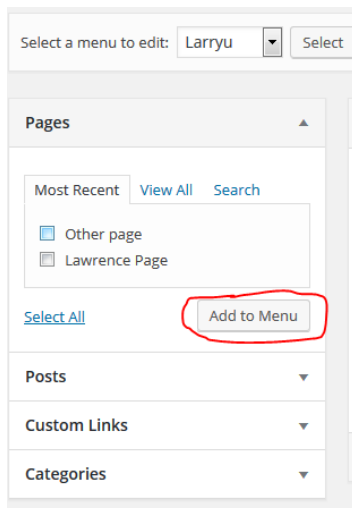
Menu Name [Create Menu](#)

Give your menu a name, then click Create Menu.

[Create Menu](#)

To create a menu, click on Appearance → Menus. Fill in the Menu Name text field, and click on Create Menu.

ADDING ITEMS TO A MENU



Select a menu to edit: [Select](#)

Pages

Most Recent [View All](#) [Search](#)

Other page

Lawrence Page

[Select All](#) [Add to Menu](#)

Posts

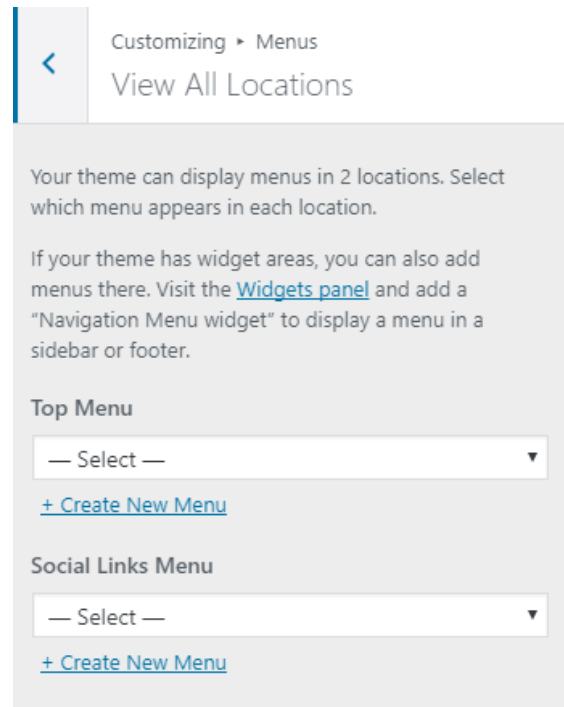
Custom Links

Categories

When adding an item to your menu, select which menu you would like to edit by selecting from the drop-down menu and clicking “Select.” Use the Pages, Posts, Custom Links, etc. options to choose items, then click “Add to Menu.”

ADDING MENUS TO THE THEME

Once you have created one or more menus, you can assign them to locations in your theme. The options vary from theme to theme, but generally, they appear under Appearance → Customize → Menus.



The screenshot shows the WordPress Customizer interface for the 'Menus' section. At the top, there is a breadcrumb trail: 'Customizing > Menus' and a link 'View All Locations'. Below this, a grey box contains the following text: 'Your theme can display menus in 2 locations. Select which menu appears in each location.' and 'If your theme has widget areas, you can also add menus there. Visit the [Widgets panel](#) and add a "Navigation Menu widget" to display a menu in a sidebar or footer.'

There are two menu assignment sections:

- Top Menu:** A dropdown menu currently set to '— Select —' with a '+ Create New Menu' link below it.
- Social Links Menu:** A dropdown menu currently set to '— Select —' with a '+ Create New Menu' link below it.